

PERSONNEL TECHNICIAN II

PURPOSE: Under direction of management, to ensure a high-quality workforce by assisting in the supervision of and providing professional services in the functional areas of human resource management, including recruitment, assessment and selection, classification and compensation, employee and labor relations, and training and development.

FUNCTIONAL AREAS:

1. Assist in the planning, development, and application of human resource services in the areas of recruitment, assessment and selection, classification and compensation, employee and labor relations, and training and development using professionally accepted methods and standards and within legal constraints.
 - * A. Supervise and participate in job analyses for the purpose of developing job descriptions and determining job specifications.
 - * B. Supervise and participate in recruitment activities.
 - * C. Supervise and participate in developing, administering, scoring and validating assessment procedures, and coordinate procedures for the retention and reporting of selection assessments.
 - * D. Apply appropriate forecasting models to the areas of employee selection and compensation.
 - * E. Determine compensation markets and conduct compensation and benefits surveys.
 - * F. Supervise and participate in collecting data, analyzing procedures, and determining new approaches to employee benefits administration.
 - * G. Conduct analyses of employee needs for the purpose of developing training programs, career development plans, and performance appraisal systems.
 - * H. Assist with the accumulation of data necessary to implement the City's labor relations program.
 - * I. Develop and manage conflict resolution procedures for civil service and human resource issues and provide a mechanism through which employee relations concerns are recognized and addressed.
 - * J. Draft and recommend human resources policies and procedures to ensure compliance with employment laws and regulations.
 - * K. Coordinate employee retraining programs and career management initiatives.
2. Assist in supervising the activities of the Human Resources Division.
 - * A. Assist with personnel transactions and maintain records and files.
 - * B. Assist in the development and monitoring of the division budget.
 - * C. Interpret for management, employees, and the general public civil service rules, employment laws, City policies and procedures, and labor agreements.
 - * D. Investigate and respond to complaints and inquiries.
 - * E. Prepare regular and special reports and other correspondence.
 - * F. Participate in establishing division procedures, and monitor and evaluate the effectiveness of human resources activities.
 - * G. Act on behalf of the Manager, Personnel Services at his/her request or in his/her absence, including serving as Secretary to the Civil Service Board.
 - * H. Prioritize, assign, and monitor quality of work and projects, and coordinate

- schedules of assigned personnel.
- * I. Assist in establishing work standards and complete employee evaluations of assigned personnel.
- * J. Train personnel in correct methods and procedures necessary to accomplish their assigned work.
- * K. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Possession of a bachelor's degree in psychology, public administration, human resources or a related field, plus four (4) years of responsible experience in technical personnel work, including testing and job classification; or a combination of verifiable education and/or experience which is accepted as equivalent.

Knowledge Requirements

- ◆ A. Knowledge of the principles and practices of public personnel administration and human resource management.
- ◆ B. Extensive knowledge of job analysis and job classification techniques and procedures.
- ◆ C. Extensive knowledge of testing principles and techniques.
- ◆ D. Knowledge of interviewing methods.
- ◆ E. Knowledge of statistics and research methods.
- ◆ F. Knowledge of federal, state and local statutes related to human resource management.
- ◆ G. Knowledge of the principles of contract interpretation and administration.

Skill Requirements

- ◆ A. Skill in conducting analysis and research in the areas of human resource management, and employee relations.
- ◆ B. Skill in communicating logically, persuasively, and accurately in oral and written forms.

Ability Requirements

- ◆ A. Ability to supervise the preparation, administration, and scoring of selection tests in a wide variety of occupations.
- ◆ B. Ability to develop and maintain effective working relationships with public officials, administrators, union officials, staff, and the general public.
- ◆ C. Ability to communicate on a one-to-one basis and before groups for the purpose of obtaining or providing information.
- ◆ D. Ability to read and interpret laws, contracts, and other employment-related information.
- ◆ E. Ability to work independently with minimal instructions.
- ◆ F. Ability to work under pressures of time constraints and conflicting demands.

- ◆ G. Ability to use computers and associated applications of software.
 - ◆ H. Ability to interpret and administer labor contracts.
 - ◆ I. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds per load for presentations.
 - ◆ J. Ability to attend work on a regular basis.
- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

Anlst: KG	Date: 20050330
Union: Basic	Pay: 137
CSB: 20050503	Class: 3203
CC: 20050627	Res: 05-0309R